

OVERVIEW

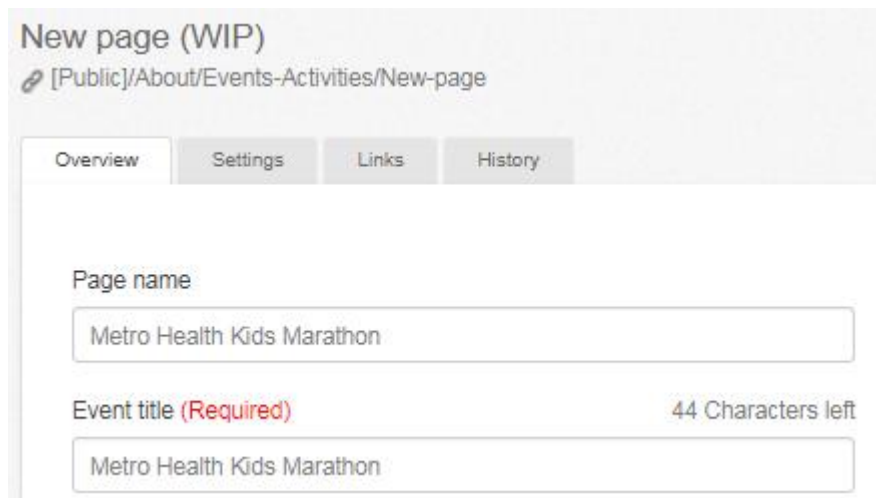
To create an event, make sure to have the following information ready:

- A brief event summary
- Date(s) and time(s)
- An event image
- Cost
- Location
- Related links, event website
- Keywords
- Full event description

The system times out after 30 minutes. Save the page often so you don't lose your work!

PAGE NAME & EVENT TITLE

Use the event name as both the page name and event title. These should be the same.



The screenshot shows a web interface for creating a new page. At the top, it says "New page (WIP)" with a link icon and the path "[Public]/About/Events-Activities/New-page". Below this are four tabs: "Overview", "Settings", "Links", and "History". The "Overview" tab is selected. Under the "Overview" tab, there are two input fields. The first is labeled "Page name" and contains the text "Metro Health Kids Marathon". The second is labeled "Event title (Required)" in red text, with "44 Characters left" in red text to its right. This field also contains the text "Metro Health Kids Marathon".

EVENT SUMMARY

This is a brief overview of what the event is:

Add event summary (Required)

274 Characters left

Metro Health will be hosting a Kids Marathon to help promote and encourage healthy lifestyles for children and their families.

We use this as the blerb for the event in the listing on the Events & Activities page:

Metro Health Kids Marathon

14
Oct
2017

Metro Health will be hosting a Kids Marathon to help promote and encourage healthy lifestyles for children and their families.



Tagged as: Office of Special Events, Community events, Kid friendly

EVENT DATES

Click *Add Date & Time* to select the type of event timeframe

Add event dates (Required)

 Add Date & Time

SINGLE DATE

Events that occur once. Select the date, start time and end time

OC Composite Date

Single Date
Time Span
Multiple Dates
Recurring Date

Date
Start Time
End Time

Cancel
Save

TIME SPAN

Use for events that occur once and last longer than one day

The screenshot shows the 'OC Composite Date' dialog box with the 'Time Span' tab selected. The dialog has a dark header with the title and a close button. Below the header are four tabs: 'Single Date', 'Time Span' (selected), 'Multiple Dates', and 'Recurring Date'. The main area contains two rows of input fields. The first row has 'Start Date' with a calendar icon and 'Start Time' with a clock icon. The second row has 'End Date' with a calendar icon and 'End Time' with a clock icon. At the bottom, there are 'Cancel' and 'Save' buttons.

MULTIPLE DATES

Use for events that occur over multiple dates but not necessarily recurring.

The screenshot shows the 'OC Composite Date' dialog box with the 'Multiple Dates' tab selected. The dialog has a dark header with the title and a close button. Below the header are four tabs: 'Single Date', 'Time Span', 'Multiple Dates' (selected), and 'Recurring Date'. The main area contains three rows of input fields. Each row has a 'Date' field with a calendar icon, a 'Start Time' field with a clock icon, and an 'End Time' field with a clock icon. The dates are 'October 9 2017', 'October 12 2017', and 'October 19 2017'. The start times are all '12:00 AM'. Below the rows is an 'Add Date & Time' button. At the bottom, there are 'Cancel' and 'Save' buttons.

RECURRING DATE

Use for events that occur on a set recurring timeframe (daily, weekly, monthly, yearly)
End the recurrence after a certain number of occurrences or choose an end date

Keep in mind that after an occurrence takes place, it will be removed from the page automatically – **no need to deactivate** the page.

The screenshot shows the 'OC Composite Date' dialog box with the 'Recurring Date' tab selected. The 'Date' field is set to 'October 10 2017', 'Start Time' is '12:00 PM', and 'End Time' is '01:00 PM'. Under 'Recurrence Pattern', 'Weekly' is selected, and the recurrence is set to 'Recur every 8 week(s) on: Tuesday'. The 'Range Of Recurrence' section shows 'End after: 1 occurrences' selected. At the bottom, there are 'Cancel' and 'Save' buttons.

EVENT CATEGORIES

Always select the *Office of Special Events* category. All events tagged with this category will show up in the OSE link.

Ctrl+click the other event categories related to the event

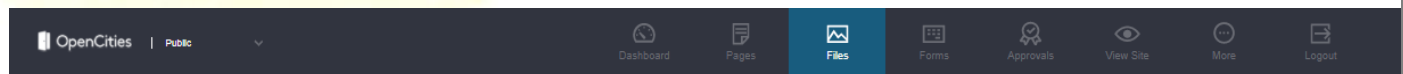
Select event categories (Required)

The screenshot shows a multi-select dropdown menu with the following options: 'Office of Special Events', 'City Commission events', 'City Commission meetings', 'City park or street event', and 'Community events'. The first four options are currently selected and highlighted in blue.

EVENT IMAGE

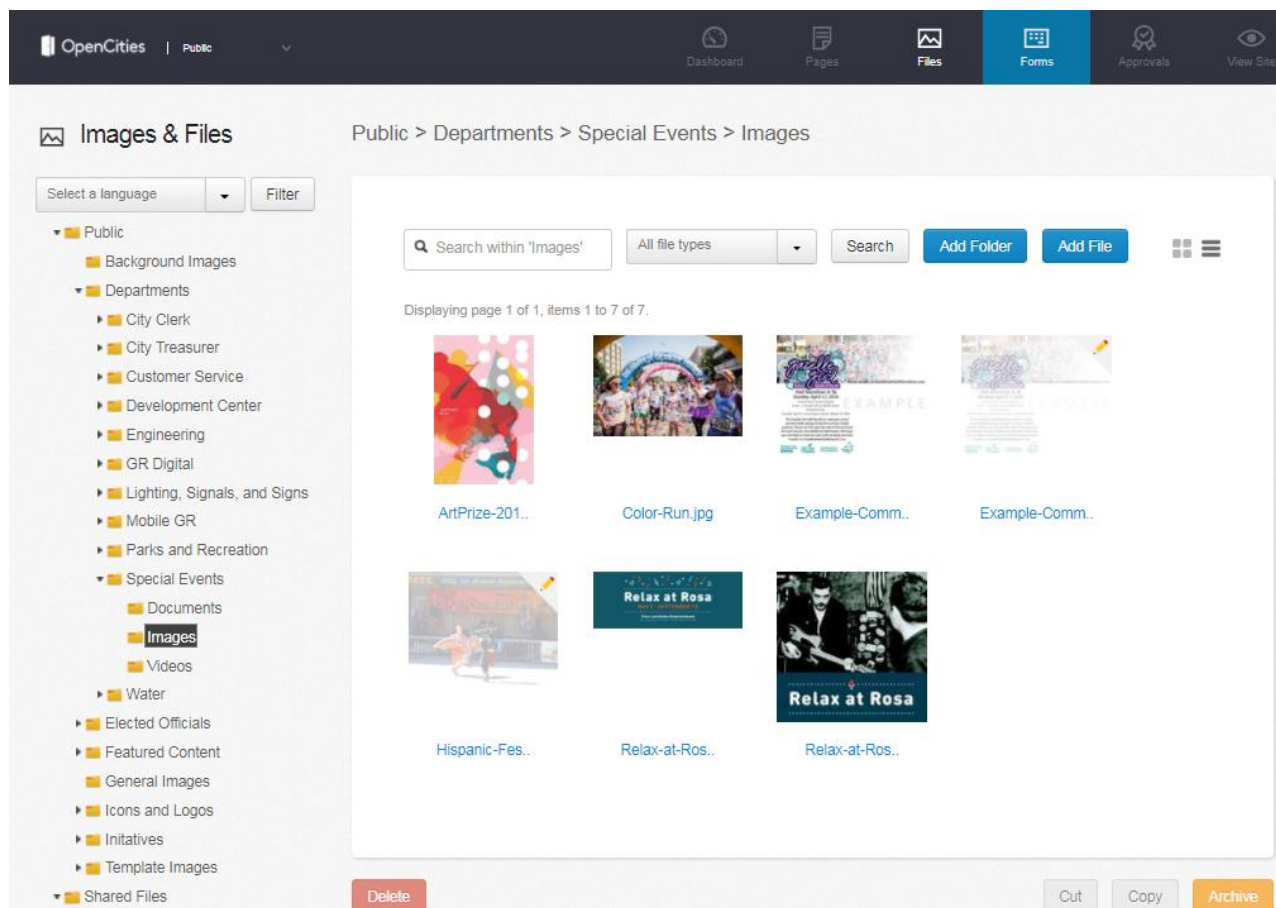
Clicking *Add Image* brings you to the OpenCities files to search for an image already uploaded into the system.

First you'll need to add the image into *Files*. Start at the top navigation bar and click *Files*

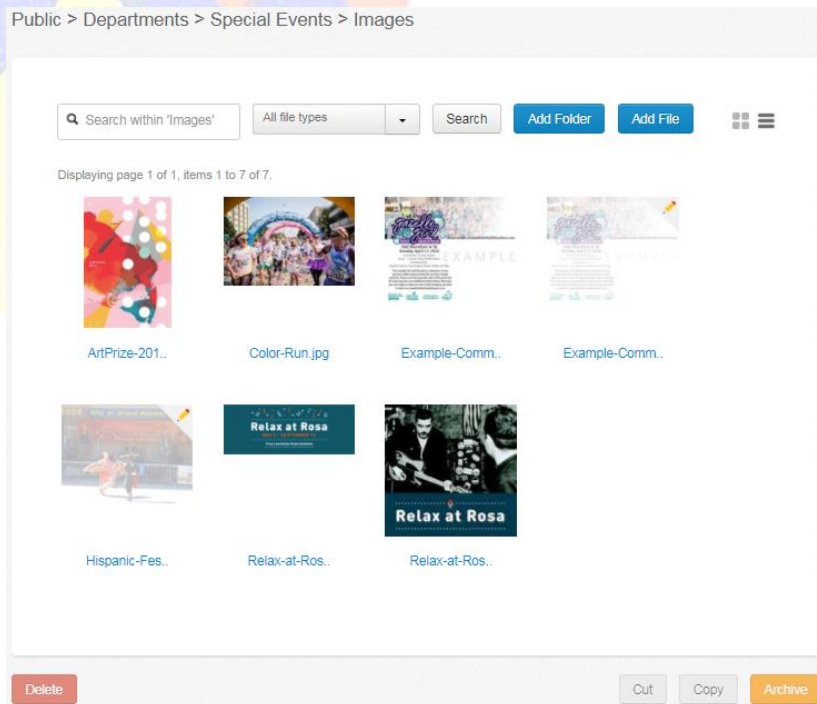


Once in *Files*, navigate to the Special Events *Images* folder using the folders on the left side of the page

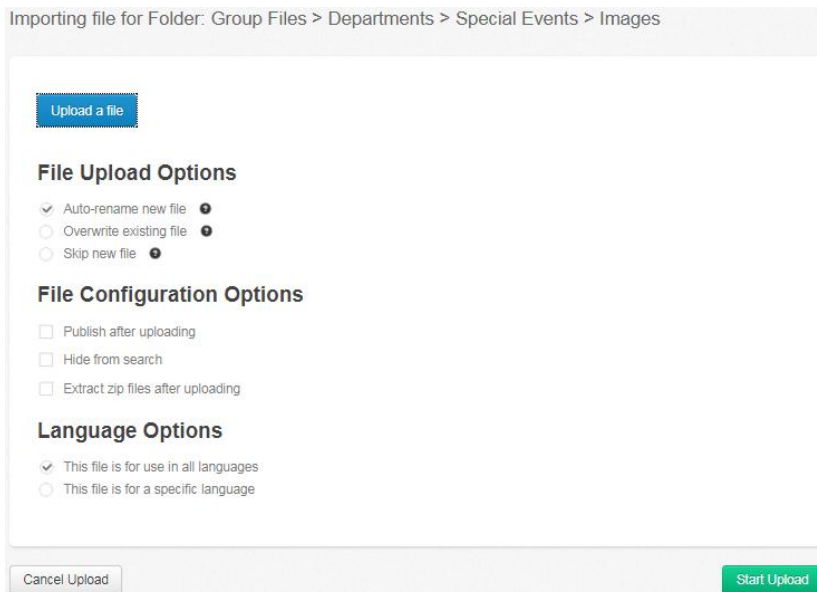
Public>Departments>Special Events>Images



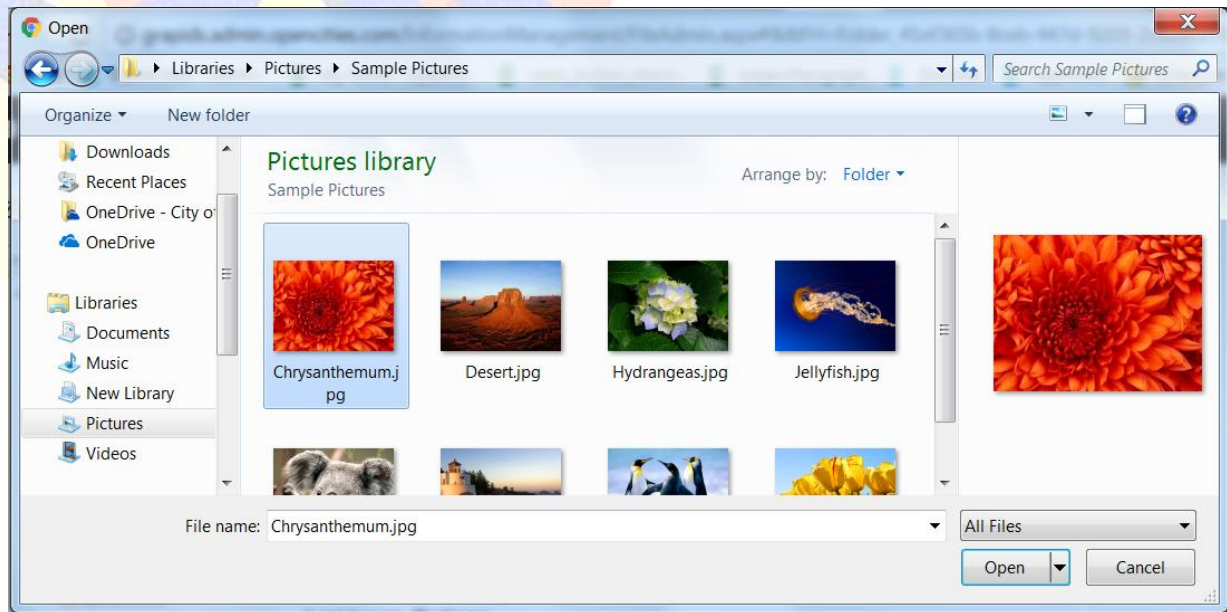
Click *Add File*



Click *Upload a file*



Select the image from your files



Click *Start Upload*

Importing file for Folder: Group Files > Departments > Special Events > Images

[Upload a file](#)

Chrysanthemum.jpg [Cancel](#)

File Upload Options

- ☒ Auto-rename new file ⓘ
- ☐ Overwrite existing file ⓘ
- ☐ Skip new file ⓘ

File Configuration Options

- ☐ Publish after uploading
- ☐ Hide from search
- ☐ Extract zip files after uploading

Language Options

- ☒ This file is for use in all languages
- ☐ This file is for a specific language

[Cancel Upload](#) [Start Upload](#)

- Rename the file name if needed. Use dashes between words in the file name
- Enter a file description. This appears when a user hovers over the image. We add these for accessibility so users with limited vision who use screen readers know what the image is.


Chrysanthemum.jpg
/files/assets/public/departments/special-events/images/chrysanthemum.jpg

Overview Settings Link History Add To My Bookmarks Preview Publish Save

File name (required) Chrysanthemum-flower.jpg

File size 858.78 KB

File description Picture of flower



Status : WIP
Owned by : Alex Melton
Checked out by : Alex Melton
Language : All

Re-Upload Edit Image

Delete Version Check In Add To My Bookmarks Preview Publish Save

- Click Save
- Click *Submit*
- We'll get your image and will approve it within 1 business day so you can add it to the event page.

Return to the events page you're working on and click *Add Image*

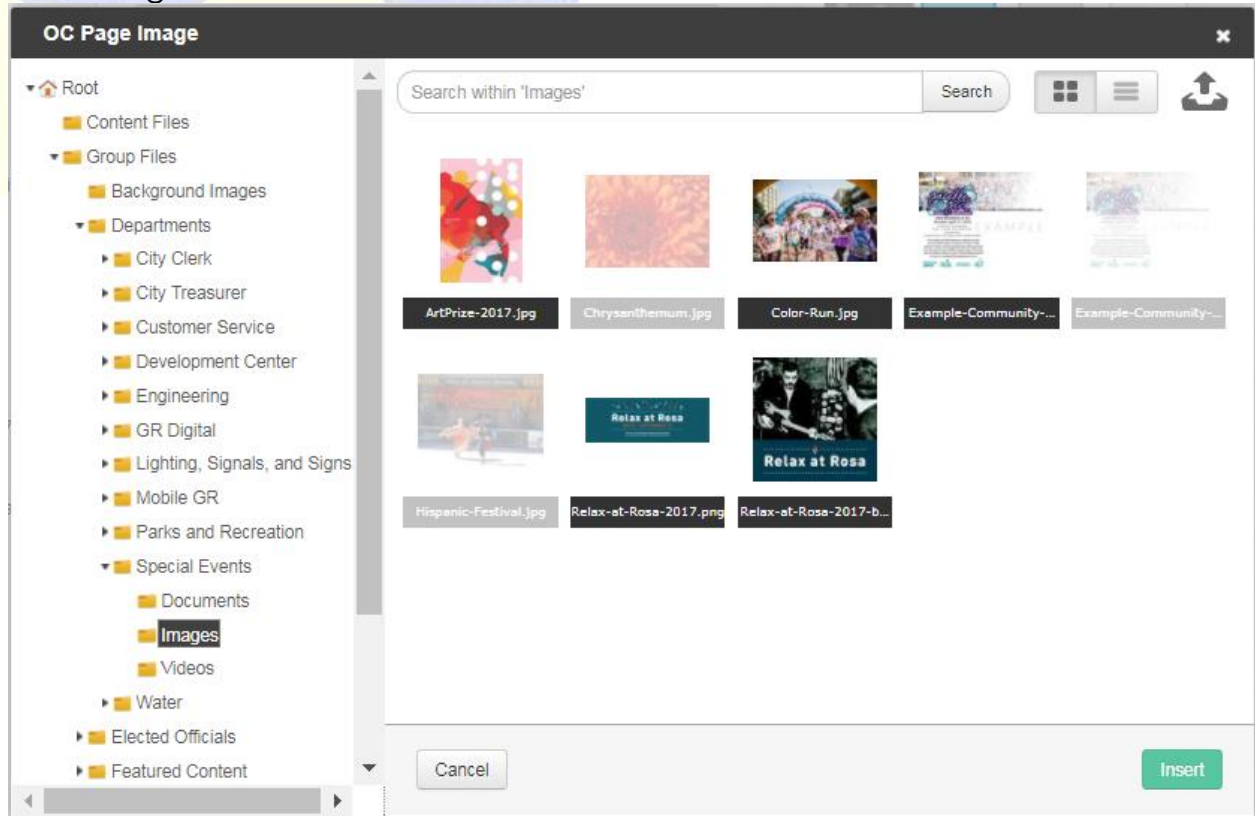
Add event image

 Add Image

Navigate to Special Events images by clicking the arrows through the folders:

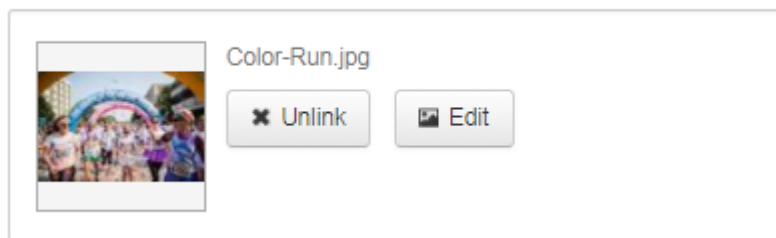
Group Files>Departments>Special Events>Images

Click the image to select it and click *Insert*



Now your image is added to your event page

Add event image



COST

Enter the admission fee if there is one. If there's no fee, don't enter anything. Click the *Free* checkbox instead.

How much is the admission fee for this event?

Select checkbox if this event is free

☒ Free

EVENT LOCATION

Enter the *Event venue*, *Street address*, select the *Locality* (Grand Rapids) and enter the *Postal code*

Leave the *Latitude Longitude* blank

Event location

Event venue

YMCA

Street address (Required)

475 Lake Michigan Dr NW

Locality (Required)

Forest Hills
Grand Rapids
Grandville
Kent City
Kenwood

Postal code (Required)

49504

Latitude Longitude (in decimal "lat, lon" format)

EVENT HOST

Enter the *Contact name*, *Contact email* and *Contact phone number* if appropriate

Is there an event site or ticket site? Click *Add more links*

Event host

Contact name

Contact email

Contact phone number

Event site or ticket site (starting with http:// or https://)

[Add more links](#)

- Enter the *Link Name*. This is what you want the hyperlink to read
- Enter the *Link URL*. This is the URL you want users to go to
- Always click the *New Window* check box. This opens the link in a new window so users keep the event page open

Event site or ticket site (starting with http:// or https://)

Link Name	Link URL	New Window
Event site	http://grandrapidsmarathon.com/events-s	<input checked="" type="checkbox"/>

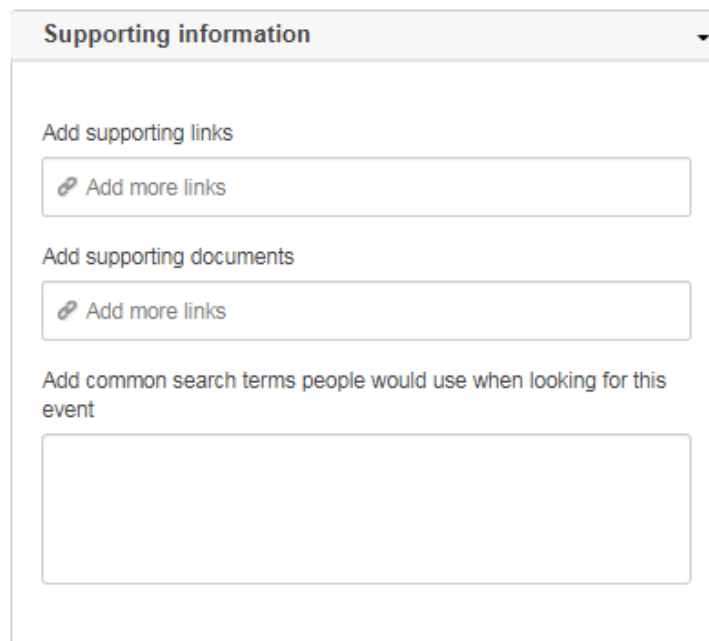
[Add More Links](#) [Cancel](#) [Save](#)

SUPPORTING INFORMATION: COMMON SEARCH TERMS

Generally, you won't need to add supporting links or documents. You can hyperlink other links or documents in the WYSIWIG Content Editor (see next section).

You do need to add common search terms, or keywords. These help users quickly find events through the search on the grandrapidsmi.gov website and via search engines.

All the words in the page name will automatically be used as keywords so you don't need to include them in your keywords. Think of words people will use to search for this event. Use categories or alternative words/phrases people may use (race, parade, celebration, etc.)



The screenshot shows a form titled "Supporting information" with a dropdown arrow. It contains three sections:

- Add supporting links**: A text input field with a link icon and the text "Add more links".
- Add supporting documents**: A text input field with a link icon and the text "Add more links".
- Add common search terms people would use when looking for this event**: A large, empty text area for entering keywords.

CONTENT EDITOR

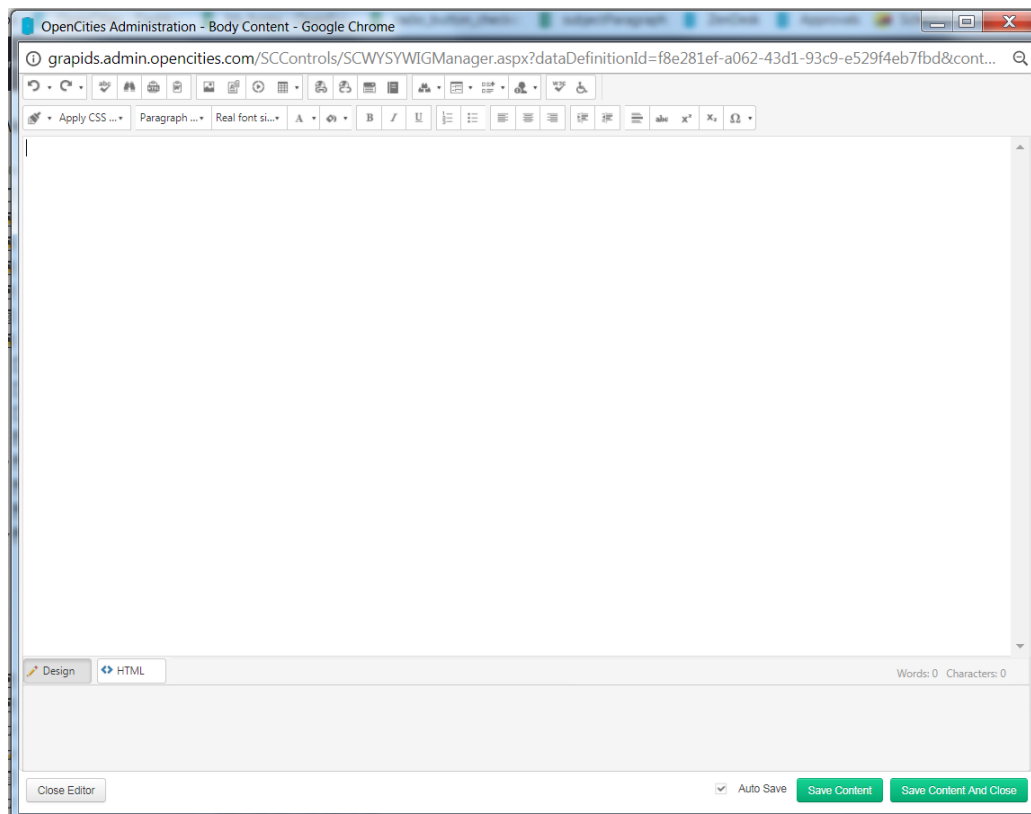
Click the blue box on the template image to open the What You See Is What You Get (WYSIWIG) content editor

The screenshot shows a web interface for editing content. At the top, there are tabs for 'Overview', 'Settings', 'Links', and 'History'. To the right of these tabs are four buttons: 'Preview', 'Publish', 'Review', and 'Save'. Below the tabs, there are three main input areas:

- Page name:** A text box containing 'New page'.
- Event title (Required):** A text box with a red label and a character count of '70 Characters left'.
- Add event summary (Required):** A larger text box with a red label and a character count of '400 Characters left'.

To the right of these input areas is a preview image showing a template layout with a blue box containing a pencil icon, indicating where to click to open the WYSIWIG editor.

Here's where you'll add the full event description. Click *Save Content and Close* when you're done adding content



Adding videos

To add a video, you'll need to get the embed code from the video source. For YouTube videos, click the SHARE button under the video



Grand Rapids Special Events - October

14 views

👍 0

👎 0

➦ SHARE

≡

...

Click *EMBED* at the bottom of the Share box

Share



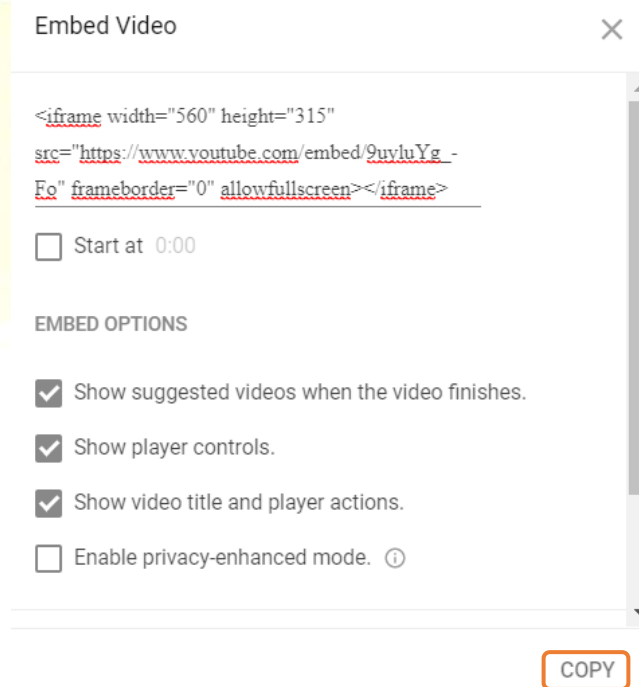
https://youtu.be/9uyluYg_-Fo

☐ Start at 0:01

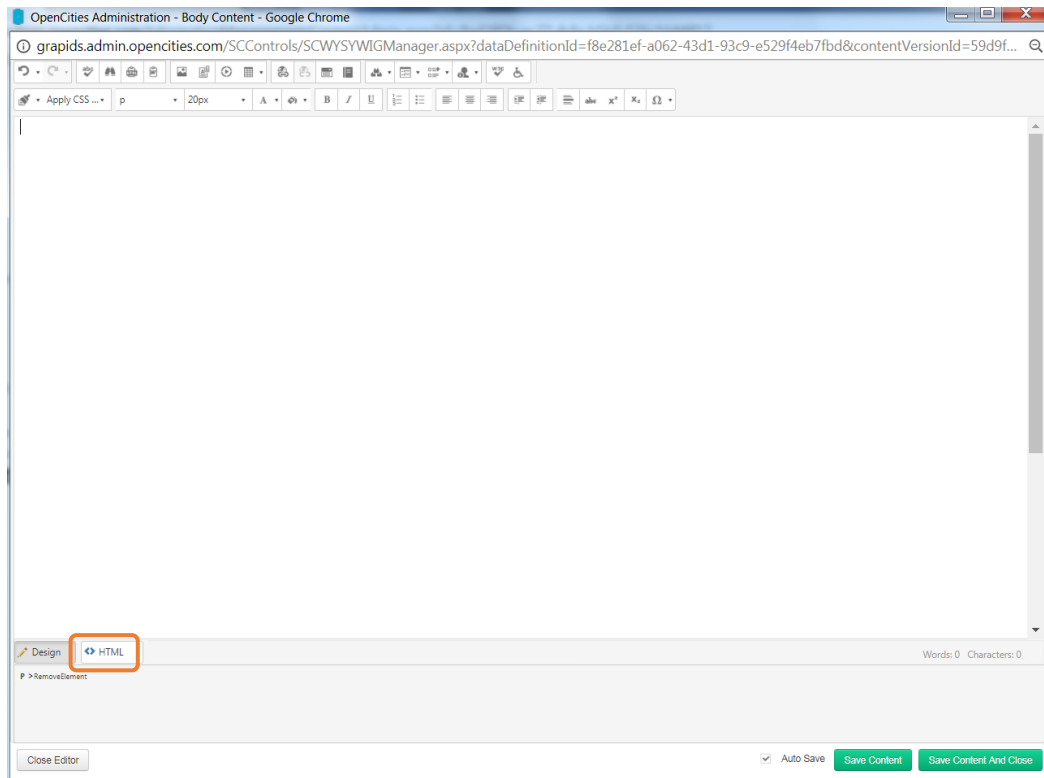
EMBED

COPY

Copy the embed code by clicking **COPY** at the bottom of the *Embed Video* box.



Return to the OpenCities content editor. Click the *HTML* button near the bottom of the editor.

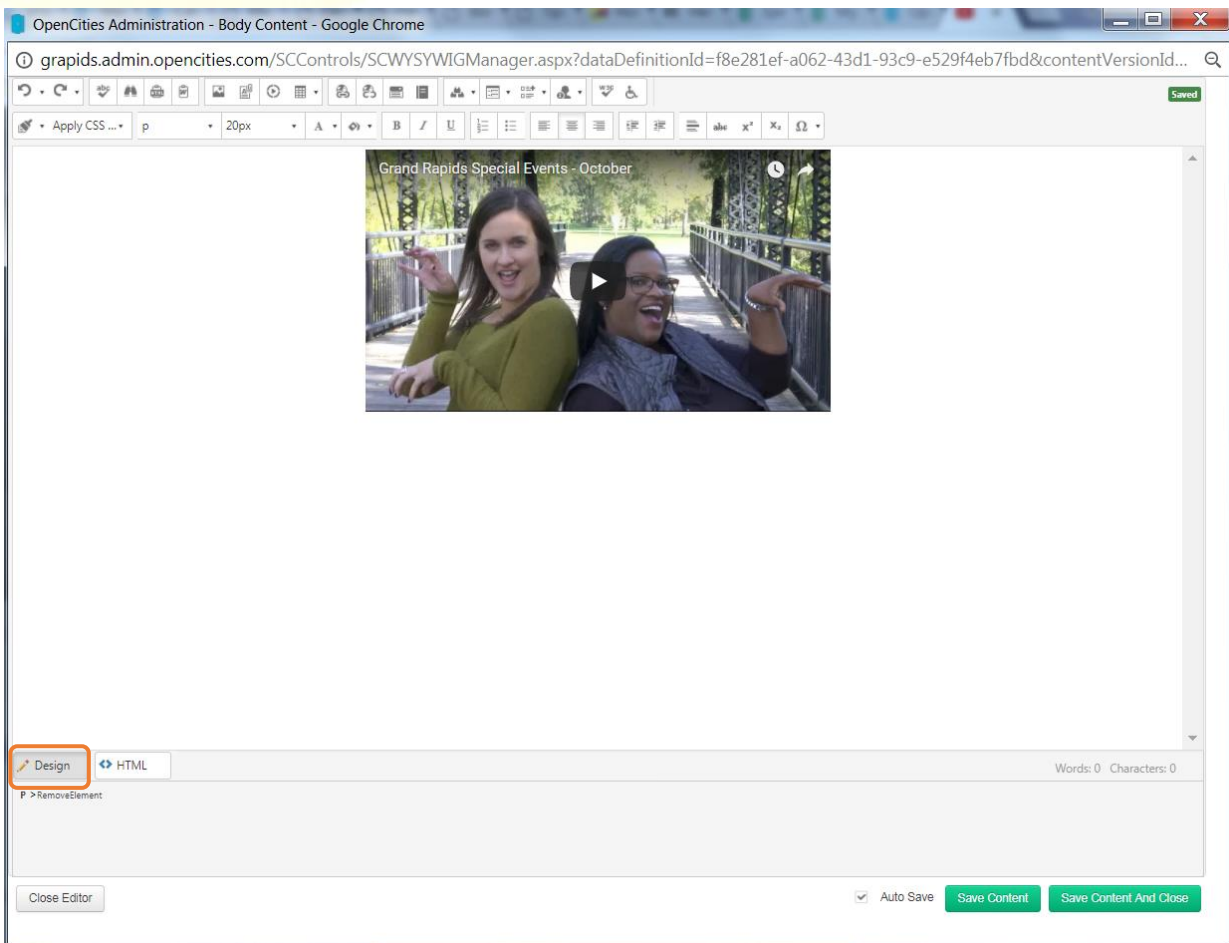


Enter code to align the video in the center of the page:

<p style="text-align: center;">VIDEO EMBED CODE

```
<p style="text-align: center;"><iframe width="560" height="315" src="https://www.youtube.com/embed/9uylyYg_-Fo" frameborder="0" allowfullscreen=""></iframe></p>
```

Click the *Design* button to return to the editor. That's it! Now your video is embedded, centered on the page.



DEACTIVATE DATE

Set the deactivate date to automatically take down the page after the event occurs.

1. Go to the *Settings* tab

The screenshot shows the 'Settings' tab of a web application. At the top, there are tabs for 'Overview', 'Settings', 'Links', and 'History'. To the right are buttons for 'Preview', 'Publish', 'Review', and 'Save'. The 'Settings' section includes a 'Hide from search and navigation' section with three checkboxes: 'Hide this page from search' (unchecked), 'Hide this page from navigation menus' (checked), and 'Hide this page from external search engine' (unchecked). Below this is a 'Schedule' section with three rows: 'Publish date', 'Review date', and 'Deactivate date'. Each row has a calendar icon and a clock icon. The 'Owner' section shows 'Alex Melton'. The 'Content Type' section shows 'OC Event'. The 'Create URL address' section shows 'About/Events-Activities/Test' and a text input field with a plus button. At the bottom, there are buttons for 'Delete Page', 'Check In', 'Preview', 'Publish', 'Review', and 'Save'.

2. Find the *Deactivate date* fields under the *Schedule* heading


This close-up shows the 'Schedule' section. It contains three rows: 'Publish date', 'Review date', and 'Deactivate date'. Each row has a calendar icon and a clock icon. The 'Deactivate date' row is highlighted.


3. Click the calendar icon to set the date to deactivate the page

This screenshot shows the 'Deactivate date' field with a calendar picker open. The calendar is for October 2017. The date '20' is selected. The background shows the 'Settings' tab with the 'Owner' section showing 'Alex Melton', the 'Content Type' section showing 'OC Event', and the 'Create URL address' section.

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

4. Click the clock icon to set the time to deactivate the page

Deactivate date 


Owner
 Alex Melton


Content Type


Time picker: 12 : 00 AM

SAVE, PREVIEW, SUBMIT

- Click *Save* one last time after entering all the information
- Click *Preview* to check what the page looks like. Check to make sure all the information is correct and complete
- Click *Submit* when you're ready. This enters the page into the workflow for GR Digital to review. We'll check everything adheres to our standards and then publish within 1 business day

Supporting information 

Add supporting links
 Add more links

Add supporting documents
 Add more links

Add common search terms people would use when looking for this event